FAQs

Q: What is the Directives Review Board (DRB), what is its role in the Departmental Directives Program, and who are its members?

A: DOE O 251.1C, *Departmental Directives Program*, established the DRB to ensure that directives are consistent with Departmental standards and add value to the Department's business processes and operations. Members are: the Director, Office of Management (Chair), who represents the interests of MA and organizations not represented on the DRB; representatives of the Offices of the Under Secretaries of Energy, Science and the National Nuclear Security Administration; the Office of General Counsel; and the Office of Health, Safety and Security.

Q: What is a Justification Memorandum (JM)?

A: A JM is a formal request for development, revision, cancellation or certification of a directive submitted to the DRB by the Office of Primary Interest (OPI). Each JM addresses purpose, justification and impact of the directive. The OPI submits the JM to the Office of Information Resources (MA-90) and the DRB Liaison schedules it for discussion at an upcoming DRB meeting where it is expected that the OPI will present justification. The DRB reaches consensus on the proposed action.

Q: What is the expected cycle time for developing a directive?

A: The directives process includes: preparing the JM, developing the directive, review and comment and concurrence, and final approval by the DRB and the Deputy Secretary. Standard processing time is 165 days as shown in the table below. Note that directive development stops when the directive is sent to the DRB for final submission to the Deputy Secretary for approval.

Standard Schedule for Directives Development

Action	Responsible Party	# Calendar Days
1. Draft Development	Writer	60
2. Process/Post	MA-90	5
3. Review/Comment Phase	Interested Parties	45
4. Comment Resolution	Writer	30
5. Process/Post	MA-90	5
6. Concurrence Phase	Writer	15
7. Preparation of Final Draft	Writer	5
	Total Processing Time	165

Q: How does an organization obtain an exemption to a directive requirement(s)?

A: If available, specific exemption requirements are listed in the directive along with a procedure for requesting exemption. See DOE O 251.1C, Appendix E.

Q: What is the difference between an equivalency and an exemption?

A: An equivalency is an approved alternative to how a requirement is met (applicable when the "how" is specified). An exemption is release from one or more requirements in a directive.

Q: Who should I contact when I have comments/questions on an approved directive?

A: Contact the writer via the Feedback mechanism. On the new portal, select Directives -> Current and choose the series. Open the directive of interest and choose the Feedback option under Related Content.

Q: Certain directives have expired. Are they still in effect?

A: Yes, with the exception of Notices, which expire one year after the approval date. Expiration dates, which are no longer in use, were at one time reminders for issuing organizations to review their directives.

Q: If my directive is 4 or more years old and still current and relevant, how do I get it certified?

A: In the Writers' Tools link on the new portal, you will find a template for a Certification Letter that includes instructions. Complete the process defined in the template, and submit a hard copy to the Office of Information Resources in room 1G-033. MA-90 will send your Certification Letter to the DRB for consideration.